

Use This Checklist to Assist You in Preparing Your Application Package

The Application Package

- ☐ You have completed the Title Page according to the instructions.
- ☐ An authorized official of your institution has signed and dated the Title Page and you have included the signed original in your application materials to FIPSE.
- ☐ You have stapled or otherwise fastened each proposal copy in the upper left corner (not in binders or folders) with a Title Page on top of *each* copy.

Include in Your Proposal Package

The original proposal plus two (2) copies. Each of the three copies includes the following

- ☐ a signed title page
- ☐ a proposal summary (one page narrative)
- ☐ a proposal narrative (10 single-spaced pages maximum)
- ☐ consortia partner identification forms
- ☐ personnel information (appendix with *short* resumes of key staff from lead and participating institutions)
- ☐ budget form and narratives for each year
- ☐ planning timetable with outcomes to be achieved for each year of the project
- ☐ appendix with letters of support from the senior executive officer of each partner institution (e.g. Rector, Vice-Chancellor, President) and other officials responsible for international student activities (directors of international affairs, registrar, academic deans and/or department heads).
- ☐ signed assurances and certifications

REMEMBER: Proposals must be submitted by 4:30 p.m. no later than March 29, 2002 to the address below:

Mailing Address for Proposals:

US-Brazil Higher Education Consortia Program
Attn: 84.116M
Application Control Center – Room 3633
7th and D Streets SW
Washington, DC 20202-4725